

**SECRET**

OGC Has Reviewed

DD/S 71-1621

29 APR 1971

MEMORANDUM FOR: Director of Security

SUBJECT : Personal Possession of Classified Materials

1. This will confirm and amplify our conversation concerning the discussion of the above subject at the Director's Morning Meeting on 30 April. In your re-examination of this subject will you please seek participation by the General Counsel and the DD/P. The latter is important because of special problems of overseas personnel including the fact that out-processing is sometimes accomplished completely in the field.

2. Please let us have the benefit of your further review and recommendations not later than 14 May so that a report may be made to the Director.

(Signed) John W. Coffey

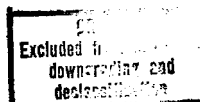
John W. Coffey  
Deputy Director  
for Support

cc: ExDir  
GC  
DD/P

DD/S:JWC:llc (30 April 1971)

Distribution:

- O - Addressee
- 1 - ExDir
- 1 - GC
- 1 - DD/P
- 1 - DD/S Chrono
- ✓ 1 - DD/S Subject

**SECRET**

*Personnel 17-2*

X

Director of Security

STAT

For compliance with the Executive

Director's wishes.

STATINTL

John

cc: D/Pers w/att

DD/S 71:1414: Memo dtd 15 Apr 71 for  
DD/S fr D/Sec, subj: Out-Processing  
Procedure

STAT

Deputy Director for Support

4/22/71

X

DD/S:JWC:maq

Distribution:

Orig - D/Sec w/O DD/S 71-1414 w/transmittal slip

1 - D/Pers w/Xcnv DD/S 71-1414 w/xcnv transmittal slip

1 - DD/S Subject w/Xcpy DD/S 71-1414 w/background

1 - DD/S Chrono

Executive Director-Comptroller

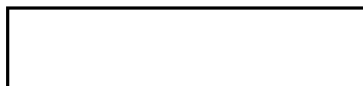


Colonel White:

Reference is made to our earlier conversations regarding a requirement that personnel leaving the Agency sign a statement that they have no classified information in their possession.

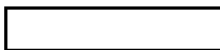
Attached is Director of Security's memorandum pointing out that the Secrecy Oath currently being signed by departing personnel does include such a statement.

In view of this, I do not believe that we need take further action at this time.



John W. Coffey  
19 APR 1971

Deputy Director for Support



EO-DD/S:CND:es (19 Apr 71)

Distribution:

Orig - Adse w/orig of DD/S 71-1414

✓ DD/S subject w/cy of DD/S 71-1414

1 - DD/S chrono

DD/S 71-1414: Memo dtd 15 Apr 71 to DD/S fm D/Sec, subj: Out-Processing Procedure

**SECRET**

71-1414  
15 APR 1971

**MEMORANDUM FOR: Deputy Director for Support**

**SUBJECT : Out-Processing Procedure**

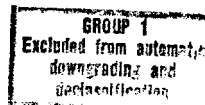
1. This memorandum is for information only.
2. Reference is made to your memorandum of 3 April 1971, in which you advised that Colonel L. K. White, Executive Director-Comptroller, urged that we require personnel leaving the Agency to sign that they have no classified information in their possession.
3. At the time employees leave the Agency, they are given a security briefing and at that time sign a Secrecy Oath. Paragraph 3 of the Secrecy Oath is as follows:  
  
"3. I do not have any documents or materials in my possession, classified or unclassified, which are the property of, or in custodial responsibility of the Central Intelligence Agency, having come into my possession as a result of my duties with the Central Intelligence Agency, or otherwise."
4. The Office of General Counsel assisted in the preparation of the Secrecy Oath and it is not considered necessary to revise it at this time.



**Howard J. Osborn  
Director of Security**

25X1

**SECRET**



SECRET

SUBJECT: Out-Processing Procedure

Date:

CONCURRENCE:

[Redacted Signature Box]

Lawrence R. Houston  
General Counsel

15 Apr. '71  
(Date)

Distribution:

- Original - Return to OS
- 2 - DD/Support
- 1 - General Counsel
- 1 - Director of Personnel

Chron. Subject

OK, but then I suggest an  
Security debriefing include an  
eye-to-eye confrontation  
at which these points are  
emphasized

[Redacted Signature Box]

20 Apr 71

25X1

SECRET

X

*Personnel 172*

Director of Security

[Redacted]

STAT

Oz:

In reference to my memorandum to you dated  
8 April 1971, subj: Out-Processing Procedure  
(DD/S 71-1266) see Colonel White's hand-written note  
attached. May I have a report on the institution of the  
new procedure by 1 May 1971.

(signed) John W. Coffey  
John W. Coffey

15 APR 1971

STAT

Deputy Director for Support

[Redacted]

X

DD/S:JWC:maq (14 Apr 71)

Distribution:

Orig - D/Sec w/O DD/S 71-1213 and LKW h/w note

*Lundberry*

1 - DD/S Subject w/ccy DD/S 71-1266

1 - DD/S Chrono

NOTE: For additional related background see DD/S 71-1213 in DD/S E.O. "K" File

STATINTL

Approved For Release 2003/02/27 : CIA-RDP84-00780R004200190001-7

Approved For Release 2003/02/27 : CIA-RDP84-00780R004200190001-7

FILE *Personnel 17-2*

X

Director of Security

[Redacted]

Oz:

I thought it might be helpful to make a note of this point. I purposely did not identify it as having arisen in connection with the [Redacted] case on which I know you will be talking with the General Counsel on possible Agency actions.

(signed) John W. Coffey

John W. Coffey  
8 APR 1971

Deputy Director for Support

[Redacted]

X

DD/S:JWC:maq (8 Apr 71)

Distribution:

Orig - D/Sec w/O & 1 ccy DD/S 71-1266

1 - DD/S Subject w/ccy DD/S 71-1266

1 - DD/S Chrono w/ccy DD/S 71-1266

DD/S 71-1266: Memo dtd 8 APR 1971 for D/Sec fr DD/S, subj: Out-Processing Procedure



**SECRET**

**DD/S 71-1266**

**8 APR 1971**

**MEMORANDUM FOR: Director of Security**

**SUBJECT : Out-Processing Procedure**

1. This will confirm our telephone conversation concerning the institution of an additional out-processing procedure.

2. Colonel White urged that we require personnel leaving the Agency to sign that they have no classified information in their possession. I believe that the General Counsel can help with specific wording and also that the Director of Personnel should be aware of this change.

(signed) John W. Coffey

**John W. Coffey  
Deputy Director  
for Support**

**cc: General Counsel  
Director of Personnel**

DD/S:JWC:maq (8 Apr 71)

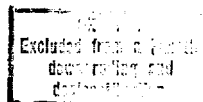
Distribution:

Orig & 1 - Adse

1 - DD/S Subject

1 - DD/S Chrono

**SECRET**



STATINTL

Approved For Release 2003/02/27 : CIA-RDP84-00780R004200190001-7

Approved For Release 2003/02/27 : CIA-RDP84-00780R004200190001-7

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Out-Processing Procedure

FROM:

Director of Security

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

General Counsel

2.

Deputy Director for Support

3.

4.

5.

6.

Return to OS

7.

8.

9.

10.

11.

12.

13.

14.

15.

1. For concurrence.

2. For approval.

FYI: When [redacted] resigned from the Agency on 28 April 1970, he signed the Secrecy Oath.